

Memo to Firms

Selected for an Interview

To: *(List firms asked to interview – in alphabetical order)*

From: *(Owner, Contact Person, Address)*

Re: Status of the Selection Process

The *(committee or board)* would like to express their appreciation to you and your firm for submitting your Letter of Qualifications. The firms listed above have been selected for interviews.

Enclosed are the following:

1. List of criteria to be used in the evaluation process.
(Items on Form 8)
2. A copy of *(name of studies or reports)* compiled by *(name of committee of group)* for your information and review.

Each firm will be allowed ___ minutes to present their qualifications and to answer questions. At the completion of the interviews, the committee will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible for the project. The highest ranked firm will enter into discussions with the Owner regarding required scope of professional services and contract negotiations. If contract terms cannot be reached, negotiations will be terminated and the firm ranked second will be invited in for scope of services discussions and contract negotiations.

Interviews will be held on *(date)*, at *(location)*.

The order and time of interviews is:

Firm A: *(Time)*
Firm B: *(Time)*
Firm C: *(Time)*
Firm D: *(Time)*
etc.

A tour of the site/facility has been arranged for *(date, time)*. Please send your firm's representative to this tour.